

SERTOMA ARTS CENTER
POTTERY STUDIO POLICIES

1. The pottery studio is for the exclusive use of Sertoma Arts Center students and qualified graduates of the Sertoma Arts Center or Pullen Arts Centers pottery programs. A qualified graduate is one who has satisfactorily completed a beginner or other qualifying Sertoma Arts Center pottery class, **meaning missing no more than two classes and having attended the first and glaze classes. NO EXCEPTIONS. Visitors are not permitted in classes and cannot use the studio equipment.** If a family member must accompany you they must wait in the lobby upstairs. Potters who successfully complete a class at Pullen Arts Center are welcome but must attend a Sertoma Pottery Studio orientation before using the Sertoma studio.
2. **Children under the age of 16 are not permitted in the pottery studio at any time! This is due to safety regulations concerning equipment and materials.**
3. The studio is open for use whenever the Center is open, **except during classes. Do not interrupt or disturb classes!** The calendar with posted studio closed times is on the wall as you enter the studio. Check the calendar regularly for these times and please, do not call the center as the office staff may not have time to check for you. **The pottery studio closes 15 minutes before the Center closes.** You must begin clean up in ample time to be out of the studio on time.
4. Current studio cards are required for using the studio. They are also required for firings such as raku. Studio cards are purchased upstairs at the main desk. Pottery students are issued a special "class pass" which entitles them to use the pottery studio during their class run.
5. Shoes must be worn in the entire Arts Center at all times.
6. Only clay purchased at Sertoma Arts Center will be fired. **No outside clay will be fired.** Clay is for use only by potters in this program, not other individuals including other family members, etc. Price of clay includes glazes and two firings for stoneware and porcelain clays. Glaze is not provided for earthenware. There is an additional charge for refiring glazes, bisque and oversized cone 10 pieces. Work must be on proper shelf for firing.
7. Students furnish their own tools, wax resist, brushes, etc. Bats, boards and other studio items are available for your use in the studio, however these items may not be removed from the studio. The studio houses a small collection of pottery books and magazines. Please see a staff member to unlock the book cabinets for you. Books and magazines may not be removed from the Center.
8. Each person is responsible for cleaning wheels, tools, wedging table, work areas, etc., after use. Clean up dry clay with a wet sponge. **Do not under any circumstances brush or blow dry clay dust into the air (see attachment on Silicosis). Any sanding of clay or dry glaze is to be done outside not inside the building.** Wash bats and boards when finished and put them back in their proper place. Put splash pans back on wheels and return clean water buckets to the wheels also. **Do not leave splash pans, bats, and buckets piled up at the sinks.** Use sinks marked 'Clay Sink' only for cleanup of any items with clay on them. These sinks have special clay traps installed. Excess clay, etc. should be dumped into the trash cans, not dumped into these sinks.
9. Wet clay slops must not be put on canvas topped tables or boards. Any one placing clay slop on these tables will be required to come back in and clean up their mess. Pots are to be removed from bats as soon as possible so others may use them. Dry pots will automatically be removed from bats and placed on shelves by the staff if bats are needed. Use the smallest practical board for storing wet work (e.g. don't use a 24" square board to store a 3" diameter mug on) and place work on smallest storage shelf possible in order to conserve storage space.
10. Smoking is prohibited in all areas of the Arts Center.

11. Only commercial ceramic products labeled “non-toxic” can be fired in our electric kilns. The Center does not sell or fire any glaze, etc., which contains lead in any form. Storage of materials in spray containers is prohibited in lockers or the studio. If you have any questions about these materials please see a staff member for clarification.

12. Failure to adhere to the above policies could result in temporary or permanent suspension of studio privileges.

13. The City of Raleigh, Parks & Recreation Dept., Sertoma Arts Center and staff are not responsible for any piece of work at any time. **Unclaimed work will be disposed of after 30 days.**

STUDIO ETIQUETTE FOR POTTERS

These are common sense guidelines that all potters follow and respect in order to maintain a pleasant studio situation.

1. You should never use items marked for glazing etc. for anything else. You could contaminate work and lose a lot of friends in the process. Also do not use utensils or dishes which are used for food with glaze materials or clay. Likewise, do not use items which are used for unfired clay in the glaze room.

2. There is no storage area in the studio for personal items. With hundreds of potters who have access to the studio every square inch of space is valuable.

3. As paper towels are in limited supply, you should bring an old hand towel with you. They are more absorbent, save the environment, and cost you less in the long run.

4. Boards and boxes should be kept off firing shelves. They get shifted around and break other pieces on the shelves.

5. No work should ever be touched unless it's yours.

6. If you are not glazing work for several weeks take it home. Again, storage space is at a premium and your pieces will remain cleaner if wrapped and boxed until glazing. Work over 30 days old is disposed of.

7. Dispose of used newspapers in the trash when finished. . Don't put them back on the newspaper rack as contamination of the work will occur.

8. There is a kitchen on the main floor and a refrigerator in the studio. The refrigerator is for your use but keep it clean and don't abandon food or drinks in it. The staff clean out its contents regularly. It is a good idea to mark your food items.

10. Potters making work for sale or for shows must plan ahead. No special firing treatment is given. Kilns are loaded by amount of work and stacked fully and efficiently to save money (thus keeping your costs to a minimum). Do not ask the kiln staff to load or fire especially for you because you have a show coming up. Production potters are exempt from the 7-14 day firing turnaround.

11. Unless absolutely necessary do not disturb the staff loading the kilns. They are working on a tight schedule and may not get all the kilns loaded if constantly interrupted for social conversation. If you must get assistance from a staff member loading kilns, announce yourself

outside the kiln room door so as not to startle them (pieces have been dropped or broken when potters have barged into the kiln room unannounced).

12. If a glaze appears too thin or thick notify a staff member and don't use it. **Do not thin or decant glazes yourself.**

13. Glazes, slips and stains cannot be packaged or bottled up in private containers for personal use at home as this depletes the bucket levels for dipping and the materials are very expensive.

14. For stoneware and porcelain bisque firing allow 7-14 days under normal conditions. Large sculptural, heavy pieces, earthenware and Cone 10 take longer. Allow ample wait time during busy holiday and workshop times.

15. So as not to disturb other potters, cell phones must be turned off or set to vibrate when brought into the studio. If you receive a phone call go out into the hallway or outside to talk.

SILICOSIS

Silicosis is defined as "a condition of massive fibrosis of the lungs marked by a shortness of breath and caused by prolonged inhalation of silica dusts."

Silica (also known as quartz and flint) is present in all clay types and glazes. Silica particles are extremely small and remain airborne for longer periods of time than other materials of larger particle size. When inhaled these particles stick to the linings of the lungs and remain there. Over a period of time this can lead to silicosis, a disease that shows symptoms only in the later stages. Other respiratory diseases such as emphysema can be attributed to high silica levels.

What can you do to prevent silicosis?

Wet clay poses no threat as far as silicosis is concerned, however dry clay dust can. When sanding dry pots, sand them outside and brush (not blow) the dust off of them. Clean up clay scraps and dust on tables etc. with wet sponges. Water is the best defense against free silica in the air. Vacuum cleaners are no good unless they are designed to remove submicron particles from the air discharged back into the room.

This is not meant to scare you into thinking that working in clay will certainly shorten your life span, but rather make you aware of certain precautions that should be taken. By not blowing or brushing clay dust into the air and cleaning up properly, we will all breathe easier and make keeping the studio clean less work.

Your cooperation is expected and appreciated.